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Public Sector | Tip Sheet

Four Tips to Help Government City Leaders
Run City Budget More Efficiently

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Managing your city's budget is no easy task. Especially given budget restrictions combined with the shift in how today's modern workforce spends money. New technologies and increasing options of available payment methods have left your city staff in charge of how, and where, your city's budget is being spent. Whether it's traveling to attend public hearings or directing funds to keep the city running, your finance team is struggling to keep up with all these changes. How can you make sure your city's budget is going to programs that benefit your citizens? Or city services are running efficiently if you aren't able to see what's being spent, where, and by whom? Read on to learn some helpful tips that can change the way your city manages spending.

TIP #1 AUTOMATE YOUR EXPENSE PROCESS

When it comes to increased visibility, making a moderate investment in an automated expense, travel, and invoice solution can lead to long-term savings. Quickly spot inconsistencies and highlight concerns such as duplicate claims, missing receipts, and out-of-policy expenses to weed out items before they even reach the approval process. Automating the process also frees up your city staff's time to focus on more strategic initiatives and services that benefit your citizens rather than countless hours on expense reports.
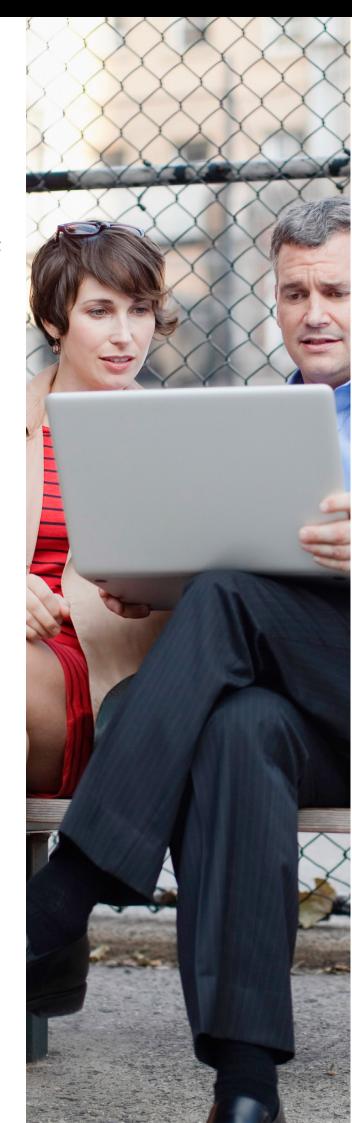
$30,000
Average annual savings after implementing an automated T&E solution. - AMI Partners Study, 2018

TIP #2 ARM YOURSELF WITH THE DATA TO MAKE BUDGET DECISIONS WITH CONFIDENCE

The first step to gaining greater visibility and control over where your city budget is going is having the right financial data at your fingertips. By connecting your travel, expenses, and invoices on one system, you and your department heads can access powerful dashboards that allow you to see a holistic view of spending across your city. And with near real-time data at your disposal, you can have a robust view of the health of your city's budget and the insight to make decisions that benefit your municipality.

TIP #3 REDUCE THE RISK OF INCORRECT AND FRAUDULENT EXPENSES

Even the most well-meaning staff members can make mistakes on their expense reports. These seemingly little mistakes can add up if you don't have the right policies and tools in place to help guide employees in making the right decisions. And in the unfortunate case that it's not just a mistake – but outright fraud – a system that can automatically flag inappropriate expenses before they are reimbursed can add up to thousands of dollars in savings. Automating your travel and expense process allows you to build in policies that are customized to the way your city and staff work, as well as catch mistakes and potential fraud before it's too late.

27%

of local government decision makers say that they have seen potentially fraudulent expense reports.

Kelton Global Study of State and Local Goverment Financial Decision Makers, 2018.

TIP #4 GIVE YOUR CITY STAFF TOOLS THEY WILL WANT TO USE

With city staff always on the go, it's essential they have tools that make it easy to remain compliant, as well as give you the data you need to ensure spending is directed to the right areas. Choose a solution that makes it simple to submit and approve purchase requests or expense reports with just a few clicks or right from a mobile device, track mileage based on actual miles driven, and allow staff to get back to their jobs serving citizens quickly. Not only are you taking the headaches out of the process for your staff, but you'll benefit from the increased accuracy, improved compliance, and overall operational efficiencies.

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ABOUT SAP CONCUR

SAP Concur is the world's leading provider of integrated travel, expense, and invoice management solutions, driven by a relentless pursuit to simplify and automate these everyday processes. With SAP Concur, a top-rated app guides employees through every trip, charges are effortlessly populated into expense reports, and invoice approvals are automated. By integrating near real-time data and using AI to audit 100% of transactions, businesses can see exactly what they're spending without worrying about blind spots in the budget. SAP Concur eliminates yesterday's tedious tasks, makes today's work easier, and helps businesses run at their best every day. Learn more at concur.com or the SAP Concur blog.

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